

SECURITY DEPOSIT CHECK FORM

How would you like to receive the security deposit check?

PLEASE READ CAREFULLY and choose only one option

You are on a joint & several lease which means by default, **ONE** check will be issued with all tenant(s) names, unless otherwise specified. Every tenant on the lease must fill out a security deposit check return form. In order to process your security deposit properly this form must be signed electronically and completed no later than **June 30, 2020**. EVERYONE must agree to the same option. We are sending you this form electronically to avoid communication errors between roommates.

Listed below are the options available of how you can receive your security deposit check.

Option A: Receive 1 check issued in **ALL** tenant(s) names. Electing this option means everyone will need to endorse the check in order for it to be cashed. Banks will not cash unless there is a signature from every name on the check and often times a photo ID will be required. **If you or your roommate(s) do not sign this form or AGREE to the same option, this is how your security deposit check will be issued. The person receiving the check will be chosen at random, unless otherwise specified.**

Option B: One check will be issued to one person from your group. This person will be receiving the **ENTIRE** security deposit and they will be responsible for distributing the refund. We cannot issue 1 check to 1 person if every person on the lease does not meet the following criteria: Did not select this option B and did not sign/fill out the security deposit return form.

Option C: Receive SEPARATE checks divided in EQUAL amounts. We would normally charge a \$10 separate check fee, however given the recent COVID-19 issue we will be waiving this fee for this year. We cannot issue separate checks if every person on the lease does not meet the following criteria: Addresses are not provided, did not mark option C, and did not sign/fill out the security deposit return form.



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Unit Address:

Tenants' Names:

INITIAL TO SELECT OPTION A: _____ - I/we wish to receive only 1 check issued to **ALL** tenant(s) names. Send our check to the following person:

_____. I/we understand this check will include EACH tenants name on the check and will require all tenant(s) signatures in order to be cashed or deposited.

INITIAL TO SELECT OPTION B: _____ - I/we wish to receive only 1 check issued in **ONE** tenant name. Send the check to the following person:

_____. I/we understand **ONE** check will be written to this individual **ONLY** and this person will be receiving our entire security deposit refund.

INITIAL TO SELECT OPTION C: _____ - I/we wish to receive **SEPARATE** checks divided in **EQUAL** amounts.

1. Print: _____ Sign:

Date: _____

Option: _____

Room Occupied: _____

Expected move-out date:

Forwarding Address: _____

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2. Print: _____ Sign: _____
Date: _____

Option: _____ Room Occupied: _____ Expected move-out date: _____

Forwarding Address: _____

3. Print: _____ Sign: _____
Date: _____

Option: _____ Room Occupied: _____ Expected move-out date: _____

Forwarding Address: _____

4. Print: _____ Sign: _____
Date: _____

Option: _____ Room Occupied: _____ Expected move-out date: _____

Forwarding Address: _____

5. Print: _____ Sign: _____
Date: _____

Option: _____ Room Occupied: _____ Expected move-out date: _____

Forwarding Address: _____



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6. Print: _____ Sign: _____
Date: _____

Option: _____ Room Occupied: _____ Expected move-out date: _____

Forwarding Address: _____

7. Print: _____ Sign: _____
Date: _____

Option: _____ Room Occupied: _____ Expected move-out date: _____

Forwarding Address: _____

8. Print: _____ Sign: _____
Date: _____

Option: _____ Room Occupied: _____ Expected move-out date: _____

Forwarding Address: _____

9. Print: _____ Sign: _____
Date: _____

Option: _____ Room Occupied: _____ Expected move-out date: _____



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Forwarding Address:

10. Print: _____ Sign: _____

Date: _____

Option: _____

Room Occupied: _____

Expected move-out date:

Forwarding Address:

11. Print: _____ Sign: _____

Date: _____

Option: _____

Room Occupied: _____

Expected move-out date:

Forwarding Address:

12. Print: _____ Sign: _____

Date: _____

Option: _____

Room Occupied: _____

Expected move-out date:

Forwarding Address:



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13. Print: _____ Sign: _____
Date: _____

Option: _____ Room Occupied: _____ Expected move-out date: _____

Forwarding Address: _____

14. Print: _____ Sign: _____
Date: _____

Option: _____ Room Occupied: _____ Expected move-out date: _____

Forwarding Address: _____